

**The Philadelphia Parking Authority  
701 Market Street, Suite 5400  
Philadelphia, PA 19106**

**RFP No. 20-02  
Supplemental Debt Collection Services 2020  
Addendum Five**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: May 28, 2020

No Pages: 2

This addendum is issued on May 28, 2020 prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

**CLARIFICATIONS, CORRECTIONS OR ADDITIONS TO THE RFP DOCUMENT**

1. The Proposal Due Date has been revised to June 26, 2020 at 2:00 PM.
2. Proposals will not be accepted in person. Proposals must be submitted via mail delivery service or email, subject to the provisions outlined herein.
3. Offerors only need to submit one hard copy, the original with wet signatures. No copies are required.
4. Due to delays with the mail delivery system we are allowing proposals to be submitted via email. A hard copy will also be required and will be accepted after the due date as long as the proposal is received via email prior to June 26, 2020 at 2:00 PM.
5. If submitting via email you must send two emails. The first email will contain a pdf attachment of the entire proposal which is password protected. The second email will request confirmation of the first email. Upon the opening of the proposals you will be contacted to provide the password. Please provide a contact phone number for the proposal opening in your submission email.

**QUESTIONS**

1. **Question:** Can PPA please define “subcontractor” in the context of RFP Appendix F - Vehicle Record Business Partner & End User Agreement?

**Response:** This would be a vendor assigned by the Collections entity to perform work that requires and enables the vendor to have access to DMV data including names and addresses and license plate numbers.

2. **Question:** Are letter vendors considered to be a “subcontractor”?

**Response:** Yes.

3. **Question:** In regards to RFP Section II-7, #7, says, “The Offeror shall identify any subcontractors that will be used during the contract period. All subcontractors are subject to approval by the Authority.” Also, Section I-16. Subcontracting states that, “The selected Offeror will not assign or in any way transfer any interest in this agreement without prior written consent of the Authority, nor shall the Offeror subcontract any services without prior written approval of the Authority.” These sections do not appear to prohibit subcontracting. Does this contradict the statement in Q&As #50 and #79 that debt collection contractors are not permitted to have a subcontractor?

**Response: Companies selected to perform work will not be permitted to engage subcontractors who are given access to DMV data.**

4. **Question:** Will the Authority consider increasing the interim between the due date and the final addendum to more than seven days, so that Offerors will have ample time to incorporate final responses into their content and still be able to produce and ship their proposals to the Authority for receipt by the due date?

**Response: Refer to Clarifications, Corrections or Additions to the RFP Document #1 above.**

5. **Question:** Since the original RFP only required a SOC 1, Type 2, will the Philadelphia Parking Authority accept a proposal from a company that has a SOC 2 Type 1 and a signed engagement letter in October 2019 to have a SOC 2 Type 2 report completed by May 31, 2020?

**Response: In order to participate in the RFP offerors must have a SOC2 Type 2 at the time of submission.**

**END OF ADDENDUM FIVE**